

Highlights and Changes to the VR Policy Manual

The following represent the significant changes to policy as well as some of the modifications to policy to clarify and better organize information. Changes and modifications present in Chapter 8 are not represented in this list.

1. Modified Section 1.10 Code of Conduct – Added policy and procedure handling breeches in the code of conduct.
2. Modified Section 1.14 Timely Provision of VR Services – Added information from PIM 07-02 regarding the 120 calendar day standard for the implimentation of an IPE.
3. Added Section 1.16 Employees and their Family Members as Clients – Added policy and procedure to detail how to handle potential conflicts of interest regarding the AZRSA employees and their family members as clients of VR.
4. Modified Section 2.6 Standards for E-Mail Communication – Clarified and brought together policies and standards regarding email usage and the use of encryption.
5. Added Chapter 4 Voter Registration - Added policy regarding voter registration and the responsibilities of AZRSA employees to clients into the main body of the policy manual. Clarified procedure.
6. Added section 5.9 Certification of Disability/Schedule A and B – Added to detail out VR's place and procedure regarding the Schedule A and B.
7. Added Section 6.8 Services Provided in VR Status 10 – Clarifies and details information related to topic.
8. Modified Section 6.10 (F1-a) Developing an IPE – Emphasizes that partial plans will not be used.

9. Modified Section 6.11 – (D-6e) Comparable Benefits – Discusses topics related to comparable benefits.
10. Modified Section 6.12 Economic Need – Clarified how to calculate economic need by standardizing terminology such as “gross income” throughout. Added in a stipulation regarding subtracting disability related costs from the adjusted gross income to assist clients in meeting economic need.
11. Modified Section 7.7 – Self-Employment IPE Phase 2 – Changes the monetary amount of business plans that require Self-Employment Review Committee approval from \$2500 to \$5000.
12. Added Section 9.4 Case Reviews by Supervisor – Clarifies and details information related to this topic.
13. Modified Section 9.5 IPE Amendments/Revisions – Allows approval by DPM for revisions to an IPE related to policy compliance
14. Added Section 9.6 IPE Completion Status 22 – Clarifies and details information related to this topic.
15. Modified Section 10.4 (A-5a) Unsuccessful Closures Due to Ineligibility – Modified the wording of time frame for sending the Closure Notification Letter and other paperwork from 15 working days to 15 business days.
16. Added Chapter 13 Special Populations